

**EXHIBIT C**

***Services Agreement  
Indiana Housing and Community Development Authority***

«Project Name»

«Contract No.»

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY  
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009  
SECTION 1602 TAX CREDIT EXCHANGE PROGRAM  
CLOSING CHECKLIST**

**LENDER:** \_\_\_\_\_  
Indiana Housing and Community Development Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, Indiana 46204

**BORROWER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. LOAN DOCUMENTS**

- \_\_\_\_\_ 1. Loan Agreement
- \_\_\_\_\_ 2. Promissory Note
- \_\_\_\_\_ 3. Mortgage
- \_\_\_\_\_ 4. Notice of Lien and Extended Use Agreement (with applicable Mortgagee Consent)
- \_\_\_\_\_ 5. Security Agreement
- \_\_\_\_\_ 6. Guaranties
  - (a) Of Completion
  - (b) Of Payment of Operating Deficits during Compliance Period
  - (c) By the Principal Owner of the Borrower (for purposes of recapture)
- \_\_\_\_\_ 7. UCC Financing Statement – Borrower
  - (a) Indiana Secretary of State
  - (b) \_\_\_\_\_ County
- \_\_\_\_\_ 8. Subordination Agreement
- \_\_\_\_\_ 9. Account Control Agreement

**II. ANCILLARY AGREEMENTS**

- \_\_\_\_\_ 10. Asset Management Services Agreement or Cooperation Agreement

- \_\_\_ 11. Development Services Agreement
- \_\_\_ 12. Property Management Documentation
  - (a) Management Agreement
  - (b) Management Plan
  - (c) Form of Tenant Lease

### III. ORGANIZATIONAL DOCUMENTS

- \_\_\_ 13. Certificate of Existence of the Borrower
- \_\_\_ 14. Certificate of Resolutions and Incumbency of the Borrower
  - (a) Certified Articles of Incorporation/Organization
  - (b) Bylaws/Operating Agreement
  - (c) Resolutions approving transaction
- \_\_\_ 15. Certificate of Existence of Guarantor(s)
- \_\_\_ 16. Certificate of Incumbency of Guarantor(s)
  - (a) Certified Articles of Incorporation/Organization
  - (b) Bylaws/Operating Agreement
  - (c) Resolutions approving transaction

### IV. INSURANCE

- \_\_\_ 17. Certificates of Insurance of Borrower [**if Borrower is Owner**], naming IHCD as an additional insured (where applicable)
  - (a) Liability (CGL and Auto)
  - (b) Builders' Risk
  - (c) Property and Casualty
  - (d) Workers' Compensation
  - (e) Employers' Liability
  - (f) Other Insurance as required by IHCD
- \_\_\_ 18. Certificate of Insurance of General Contractor (naming Borrower [**Owner**] as an additional insured)
- \_\_\_ 19. If the General Contractor is unrelated to the Developer, either (a) a Letter of Credit in an amount greater than or equal to fifteen percent (15%) of the construction contract amount; or (b) one hundred percent (100%) payment and performance bonds
- \_\_\_ 20. Certificate of Errors and Omissions Insurance of Architect
- \_\_\_ 21. Certificate of Fidelity Bond Insurance of Property Manager for occupied projects

### V. MISCELLANEOUS

- \_\_\_ 22. Opinion Letter of the Borrower's and Guarantor's Counsel regarding the tax consequences of the Loan
- \_\_\_ 23. Appraisal

- \_\_\_\_ 24. Phase I Environmental
- \_\_\_\_ 25. Certified ALTA Survey
- \_\_\_\_ 26. Building Permits
- \_\_\_\_ 27. UCC Search Results and Copies of Encumbrances of Record
- \_\_\_\_ 28. Title Insurance Policy with Endorsements
- \_\_\_\_ 29. Purchase Contract
- \_\_\_\_ 30. Copy of Acquisition Closing/Settlement Statement
- \_\_\_\_ 31. Copy of Deed
- \_\_\_\_ 32. Copies of Construction Loan Documents (if any)
- \_\_\_\_ 33. Construction Escrow Agreement/Disbursement Agreement (if applicable)
- \_\_\_\_ 34. Written Commitment for Permanent Financing (if applicable)
- \_\_\_\_ 35. Wire Transfer Instructions
- \_\_\_\_ 36. Borrower's Sworn Statement/First Draw Request/Contractor's Sworn Statement (AIA Form G702, G703 or equivalent document)
- \_\_\_\_ 37. Construction Related Documentation in proper AIA form (where applicable)
  - (a) General Contractor Agreement with Guaranteed Max Price
  - (b) Construction Budget
  - (c) Construction Schedule
  - (d) Architect's Agreement
  - (e) Plans and Specifications (including Site Plan)
- \_\_\_\_ 38. Consultant Agreement (if applicable)

#### **VII. OTHER TAX CREDIT EXCHANGE DOCUMENTS**

- \_\_\_\_ 39. Tax Credit Exchange Program Application and Exchange of Credits Agreement
- \_\_\_\_ 40. Tax Credit Exchange Program Award Letter
- \_\_\_\_ 41. Tax Credit Exchange Program Exchange of Carry-Over Credits (if applicable)
- \_\_\_\_ 42. Uniform Relocation Act Plan (if applicable)
- \_\_\_\_ 43. Fair Housing Plan (if TCAP)
- \_\_\_\_ 44. Execution of Other IHCD Award Documents (HOME, CDBG-D, Development Fund)